**Firm Application Instructions**

1. **Requesting an FHA Number:**

To request an FHA Number, the lender must submit an FHA Number Request using the 232 Healthcare Portal. Entry fields follow the Form HUD-941-ORCF, Lender’s FHA Number Request Section. Once an FHA number has been assigned, the lender may submit the Firm Application using the 232 Healthcare Portal.

1. **Electronic Submission of the Firm Application:**

The lender must submit a complete application, including all required documentation noted on the Firm Application Checklist, using the 232 Healthcare Portal. The application submission will be placed in the queue as of the date it is submitted to the 232 Healthcare Portal.

1. **Organization of the Media Containing Firm Applications:**The 232 Healthcare Portal uses standard document naming convention, and application exhibits must be named using that protocol. Application exhibit naming should follow the structure set out in the Firm Application Checklists and use the [ORCF Document Naming Convention for Checklist Exhibits](https://www.hud.gov/sites/dfiles/Housing/documents/Portal-FileNaming-FirmApplication.xlsx).
2. **Projects with Common Control/Portfolios:**To ensure efficient processing, please make sure to accurately indicate if the property is part of a portfolio, size of the portfolio and identify a Portfolio Name, and the Portfolio Number, if known. ORCF will assign a new Portfolio Number for new portfolios. If the property is part of an existing portfolio, ORCF can look up the Portfolio Number assigned to the identified Portfolio Name. This information is for the purpose of proper naming and tracking of the projects.